



**VIRGIN ISLANDS NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
4031 LA GRANDE PRINCESSE, LOT 1B  
CHRISTIANSTED, ST. CROIX, USVI 00820-4353**

**INDEFINITE  
Announcement #03-09**

**Administrative Support Assistant (OA)**

**Opening Date: 30 March 2009**

**Closing Date: 29 April 2009**

**Position: Administrative Support Assistant (OA)**

**Series/Grade: GS-0201-07/06**

**Salary Range:**

GS-07-\$33,477.00 - \$43,521.00  
GS-06-\$30,125.00 - \$39,161.00  
Plus 25% COLA

**Military Requirements:**

Enlisted: E1 thru E5  
ENL: CMF 25T, MOS 00  
(Branch Immaterial)

**Position Description#**

70708000

**Location:**

DCSLOG/J4  
USPFO Building, Kingshill, St. Croix

**Type of Appointment**

EXCEPTED

**Selecting Official: LTC Jesus Poupart, J4**

**Area of Consideration:**

Current Virgin Islands National Guard Military Technician and current members of the Virgin Islands National Guard. **NOTE: Virgin Islands Air National Guard personnel must be eligible to acquire membership in the Army National Guard in an available and compatible military grade for the excepted technician position.**

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**\*\*This position will be available for at least one year. It can be terminated at any time. \*\***

**DESCRIPTION OF DUTIES**

This position is located in the Deputy Chief of Staff Logistics office of the Army National Guard (ARNG). The purpose of this position is to provide a variety of administrative support, technical assistance, and participation in the management of an Army National Guard (ARNG) maintenance and /or Logistics office by applying a good working knowledge of maintenance and/or logistic missions and programs. Knowledge of Office Automation (OA) systems to use with several types of software for various office needs is required. Gives advice regarding the practical and technical

aspects of office administration, to include budgeting, purchasing, supply, personnel, word processing, and files management; and performs staff support work in each of these areas. Collects data for the office-operating budget, reviews submissions for proper format and compliance with budget requirements, and consolidates material into an annual office budget. Sets up controls to monitor expenses during the year. Serves as the Records Management Coordinator for the organization. Collects maintenance and/or logistics program information from personnel, enters it into electronic or manual information systems, and searches for it as requested. Serve as the focal point for all personnel actions in the organization. Initiates personnel actions as needed to include performance evaluations, standards, jobs announcements, and SF-52 actions. Prepares and monitors appointment/delegation letters and other additional appointments for all subordinate activities. Coordinates joint directorate inspections such as NGB, Army IG, and Army Audit Agencies, and other external agencies. Assists in the development of policy letters, which may require researching applicable directives from higher authority to ensure that no conflict with result from issuance of new policy. Work requires general knowledge of the maintenance and /or logistics mission and functions of the office; and understanding of how the office's various administrative services relate to one another and to the office's mission. Performs other duties as assigned

**THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER.**

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other job related factor.

## **QUALIFICATIONS**

### **General Experience:**

The applicant possesses clerical or administrative experience, education, and/or training which demonstrates the candidate's ability to perform the duties of this position.

### **Specialized Experience:**

Person must have 12 months of specialized experience for GS-7 and 9 months experience for GS-6 which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.

**APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicant must address each KSA on a separate sheet of paper. Stating when, where and how obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.**

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Knowledge of general office automation software, in particular, an in depth knowledge of advanced word processing functions.
2. Knowledge of electronic mail, spreadsheet or data base, and graphics presentation software.

3. Knowledge of rules, regulations and procedures for establishing and maintaining files and records.
4. Skill in gathering information, compiling data and preparing reports.
5. Ability to follow written and oral instructions.
6. Skill in communicating both orally and in writing.

### **DESCRIPTION OF WORK EXPERIENCE**


Describe in detail your work experiences (paid or unpaid), training, education, and /or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please enter the month, and year for each period. **Omission of these requirements can result in disqualification of your application.** List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military Supervisor, phone numbers, dates you have held each, and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.

**TO APPLY: Mail Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO (MSG Harris) 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification on non-flagging action MUST be included. Applications post marked or hand delivered to the HRO after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records. Copy of transcript MUST be included with application.**

### **CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS**

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. As a condition of employment, selectee must be able to acquire security clearance, as required.
3. Selectee must enroll in electronic fund transfer (EFT) upon appointment.
4. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**
5. This position requires a compatible military assignment as follows: E1 thru E5, ENL: CMF 25T, MOS00, (Branch Immaterial)
6. **Permanent Change of Station (PCS) is not authorized for this position.**

FOR THE ADJUTANT GENERAL:

  
CAROLYN Y. LANCLÓS  
MAJ, GS  
Human Resources Officer